SmartOption™ Mobile Lab Setup for NEO 2™

Your SmartOption Mobile Lab comes with AlphaHub™ and all cables already installed. Follow these steps to set up the mobile lab. *Do not connect the lab to your computer until you have installed NEO Manager™ software on the computer.*

For the computer's system requirements, go to www.renlearn.com/requirements.

Before You Begin...

Find these items, which came with your SmartOption Mobile Lab:

- 3 boxes, each with ten NEO 2s with batteries installed
- 1 smaller box with:
  - an extended warranty form
  - the *NEO 2™ Quick Guide*
  - 5 USB cables
  - the Renaissance Receiver™
  - the NEO Manager and NEO Share™ CDs
  - an *AccelTest™ Installation Guide* and AccelTest CD
  - a #1 Phillips screwdriver for removing the NEO™ battery compartment cover as needed
  - a NEO 2 Teacher Materials box, including:
    - a letter to the teacher
    - the *NEO 2 Teacher's Desktop Quick Reference*
    - the *NEO 2 User Manual*
    - the *NEO Share User Manual*
    - the *NEO 2 Resource Guide* with the 2Know!™ Toolbar CD
    - posters for KeyWords™ and Accelerated Reader™ quizzing
    - the NEO Documentation CD

ALPHAHUB WARRANTY

Renaissance Learning, Inc. warrants the AlphaHub to be free from defects in materials and workmanship for a period of one year from the date of original purchase. The AlphaHub is not covered by extended warranty. During this period, if a defect occurs, Renaissance Learning, Inc., will, at its option, repair or replace the AlphaHub at no charge to you, provided that it is returned during the warranty period to Renaissance Learning, Inc., or one of its authorized resellers. This warranty does not apply if the AlphaHub has been damaged by accident or abuse, modified without the written permission of Renaissance Learning, or if identifying marks (including serial numbers) or seals have been removed or defaced. There are no other warranties, expressed or implied. Renaissance Learning, Inc., accepts no responsibility for consequential damages, including, but not limited to, loss of profit or benefits.

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1 Set Up the SmartOption Mobile Lab

1. **Remove the tab on the back of each NEO 2.** Pull the tab with the red arrow out of the battery compartment on each NEO 2 so the batteries will connect and the NEO 2s will be ready to use. For more information, see the *NEO 2 Quick Guide*.

2. **Connect each NEO 2 to the mobile lab.** Make sure the keyboard is facing to the left and the light on the right side of the NEO is facing out. Two NEOs fit in each bay.

3. **Plug in the lab.**
   - Always plug the cart directly into a 120-volt outlet rated for at least 15 amps.
   - Do not use an extension cord or power strip.

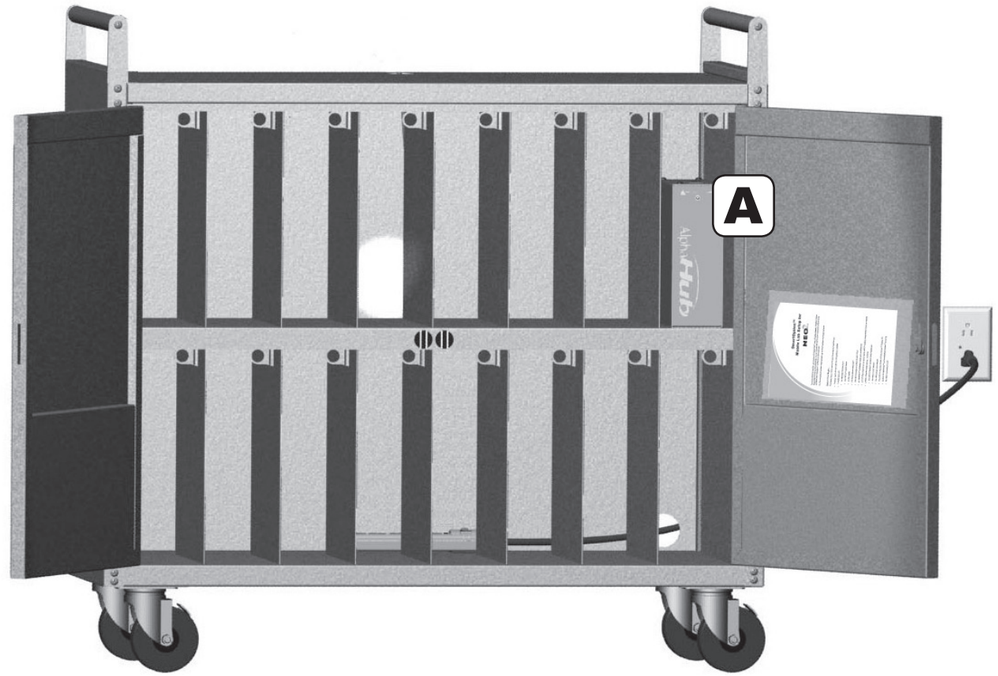
4. **Turn on the AlphaHub.** Find the AlphaHub **A** and turn the switch to on (**I**). The green light on the front of the AlphaHub **B** will turn on. Make sure the NEO lights are on as well.

5. **Leave the lab plugged in if the NEOs have rechargeable batteries.** Rechargeable batteries are charged whenever the NEOs are connected to the lab and it is plugged in. Let them charge 16 hours the first time. (Wait until the NEO lights turn green. This shows you the NEOs are charged.)

   If your NEOs have AA batteries, you can unplug the lab to save energy. Plug it in when teachers use NEO Manager software to send files and settings to your NEOs.

Benefits of having the NEO lights facing out:

- You can see whether the light comes on when each NEO is connected. If it doesn't, the AlphaHub isn't on, or the cart is not plugged in.
- You can see the color of the light for each NEO. Green means it is plugged in properly and has batteries installed or charged. Amber or orange means the NEO is recharging (if it is rechargeable), or it doesn't have batteries installed.



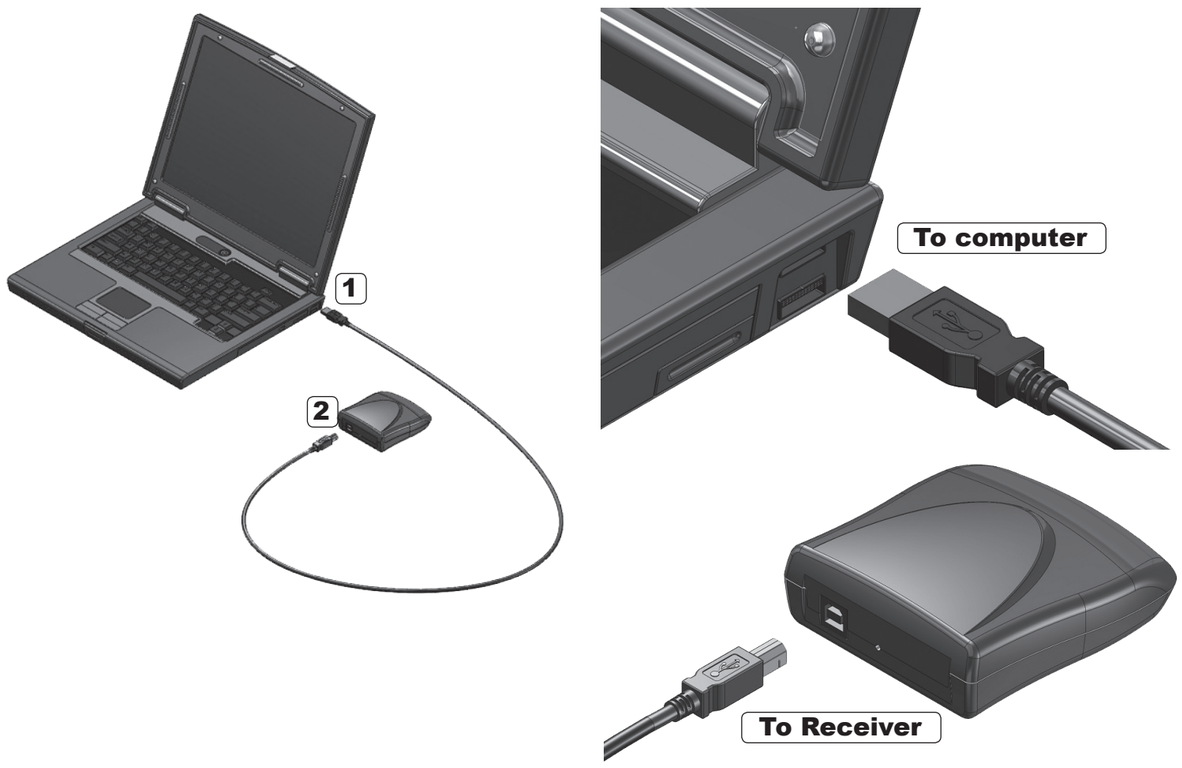
2 Install Software on Your Computer

- **NEO Manager:** This software lets you quickly send files to NEOs and retrieve them from NEOs, change settings, view and synchronize KeyWords data, and update or reset NEOs as needed through the AlphaHub in the SmartOption Mobile Lab. Use the NEO Manager CD to install the software. (For instructions, see the *NEO 2 Quick Guide*.) When you start NEO Manager, be sure to register the software to get access to useful information, including notices about software updates.
- **NEO Share:** You can copy or drag text into NEO Share and quickly send it to your NEOs through the Renaissance™ Receiver. You can also make text files available for your NEO 2 users to pick up, and you can open or save files that are sent back to you from NEOs. Install NEO Share from the NEO Share CD, or download it at www.renlearn.com/neo/downloads/. To find out more, see the *NEO Share User Manual*.
- **2Know! Toolbar:** This simple program lets you get real-time responses from students. You can ask multiple-choice, true/false, numeric-response, pulse, or short-answer questions. This can help you immediately assess whether your students understand the concepts you've been discussing. To install the 2Know! Toolbar, see the CD and installation instructions in the *NEO 2 Resource Guide*.
- **AccelTest software:** This software allows you to create your own quizzes, tests, and assignments for any subject and score student responses quickly. Students can complete some types of assignments using either a Renaissance Responder™ or a NEO 2. The scores are entered automatically in the AccelTest gradebook. To find out how to install AccelTest using the CD you received, see the *AccelTest Installation Guide*, which you received with your NEO 2 lab. When you start AccelTest, be sure to register the software to get access to useful information, including notices about software updates.

3 Connect the Lab to Your Computer and Load the Drivers

1. At the computer, make sure you have full administrator access, and close NEO Manager if it is running.
2. Find the USB cable labeled "Computer" coming out of the SmartOption Mobile Lab. Connect it to a USB port on your computer.
3. The first time you connect the lab, your computer will load the required drivers. Follow the instructions in the wizard or assistant that appears. On Windows computers, if the computer notifies you that the driver isn't certified, click **Continue Anyway**.
4. When you have finished, disconnect the lab from your computer.
5. Start NEO Manager on the computer.
6. Connect a single NEO to your computer using one of the USB cables you received to load the rest of the required drivers.
7. Once again, you will see a hardware wizard or assistant. Follow the instructions.
8. When you have finished, disconnect the NEO 2 from your computer.

4 Set Up Your Renaissance Wireless Network



With your computer and the Renaissance Receiver, you can set up a radio frequency wireless network in your classroom. This is necessary if you are going to use NEO Share, the 2Know! Toolbar, or AccelTest, or if your students are going to use NEO 2s to take Accelerated Reader quizzes, use KeyWords Wireless, do MathFacts in a Flash™ practice, or complete Accelerated Math™ assignments.

1. Connect the square end of the cable to your Receiver, and connect the flat end to your computer as shown.
2. Start the Renaissance Wireless Server Utility, which is installed with NEO Manager:
   - *Windows:* Click **Start ▸ Programs ▸ Renaissance Wireless Server ▸ Renaissance Wireless Server Utility**.
   - *Macintosh:* Open the Applications folder, then the Renaissance Wireless Server folder. Double-click **Renaissance Wireless Server Utility.**
3. Type **1234** and click **OK** to log in. If necessary, click **Start.**
4. Click the **Server Settings** tab.
5. Change the Network Name from "Renaissance Receiver" to your name or classroom number or another unique name.
6. Click **Update Network Settings.**
7. Click **OK**. Make sure that your students know the Receiver name you've assigned.
8. If you are a Renaissance Place™ subscriber, click **Renaissance Place Settings.**
9. Enter the web address or RPID for the Renaissance Place server for Accelerated Reader RP, KeyWords RP, and/or MathFacts in a Flash RP. (The RPID is found on the Renaissance Place Welcome page.) After entering the address or RPID, click **Verify** to make sure the utility recognizes it as a valid address.
10. Click **OK**. (The OK button is available after you verify the URL.)

Teacher Tips for Using the SmartOption Mobile Lab

Getting Started

1. To learn more about how to write on NEO:
   - Refer to your *NEO 2 Quick Guide* and your *NEO 2 User Manual*.
   - Go to the Renaissance Training Center™ at www.renlearn.com/training/. Hover over **Learn by Product** and choose **NEO 2**; then, download *Getting the Most Out of NEO 2.*
2. Tell students to turn on NEO 2 and press **file 1**.
3. Ask students to enter their names, then turn off NEO 2. Ask them to turn NEO 2 on again and ask them what they notice.
4. Engage students in a simple writing exercise.
5. Collect student responses using the NEO Share software and save them on your computer.
6. To learn about the other SmartApplets on NEO:
   - Refer to your *NEO 2 Quick Guide* and your *NEO 2 User Manual*.
   - Refer to *Getting the Most Out of NEO 2* in the Renaissance Training Center.
7. Explore the KeyWords Wireless SmartApplet using the resources mentioned in number 6.
8. Schedule time for keyboarding instruction. Keyboarding proficiency has been proven to lead to gains in writing achievement.
9. If you are a Renaissance Place subscriber, your RP administrator can activate schools for KeyWords by following these steps:
   a. Log in to Renaissance Place.
   b. Under KeyWords on your Home page, click **Select schools to use KeyWords** or **Activate Schools**.
   c. Click **Activate** next to each school that will use KeyWords.
   d. Click **Done**.

Classroom Management Tips

- Number each NEO 2 with a permanent marker or paint pen. Write the number on the right side under the light. Assign the same NEO 2 to each student for all work in every class.
- Teach students to enter a heading on each one of their files as they begin to write.
- Teach students to press **ctrl-S** to save files.
- Teach students to press **clear file** to close named files.
- If the mobile lab is shared, use a central calendar program or paper calendar to schedule time to use the lab.

Routine Management Tips

- Use NEO Share to collect students' work on your computer.
- Delete unneeded files regularly to keep NEO 2's file system easy to navigate.
- If you have registered NEO Manager, you will be notified when there are software updates for your products. If you haven't registered, check www.renlearn.com/neo/downloads regularly for software updates. Any updates to the NEO system or SmartApplets are included in newer versions of NEO Manager. To find out how to update NEOs, see the *NEO 2 User Manual*.
- Use NEO Manager to delete all KeyWords students at the end of the school year or end of keyboarding instruction.
- Use NEO Manager to reset all NEO 2s at the end of the school year. (For details, see the *NEO 2 User Manual*.)